



MERCYHURST
UNIVERSITY

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mercyhurst.edu

Graduate Assistant for Athletic Communications

Location: Erie

Department: Athletics

Reports To: Director of Athletic Communications

Full/Part Time: Part Time

Closes: Open until filled

POSITION SUMMARY:

Mercyhurst University is seeking a Graduate Assistant for Athletic Communications. The graduate assistant position is for a maximum of 2-years and includes full tuition waiver plus paid stipend of \$7,500.00 per academic year. Anticipated start date is on or around August 1, 2022.

PRIMARY RESPONSIBILITIES:

Included but not limited to duties assigned by the Director of Athletic Communications:

- Contributing to the Athletics department website and all social media platforms, with content type ranging from written, graphic design and multimedia/video.
- Being directly responsible for all publicity efforts in select sports including writing, editing, and distributing all press releases; social media management for multiple accounts across a variety of platforms; editing videos (season previews, game highlights, etc.); and designing of game day programs, flyers, and similar materials.
- Management of student employees and game-day event staff for all home games for assigned sports in a professional setting.
- Communicating with and soliciting media for event coverage and feature stories on student-athletes, teams, and other department milestones and accomplishments.
- Planning and implementing historical archiving, as well as maintenance of photography database.
- Completing conference, regional and national award applications to recognize coaches and student-athletes from assigned teams and programs.
- Compiling, disseminating, and maintaining sports statistics for assigned teams, including serving as official scorekeeper for all home games.
- Directly managing setup, live production and breakdown of webcast equipment;. Travel with teams as necessary, primarily for postseason contests.

QUALIFICATIONS:

Required:

The candidate must have bachelor's degree in a related field and accepted into a Mercyhurst graduate degree program (<https://www.mercyhurst.edu/admissions-aid/grad>). Additionally, candidates should have a great work ethic, be open to learning, confident in current skills, and possess professional communication skills. Qualified applicants must have the availability to work evenings and weekends.

The ability to work in a fast-paced, deadline-driven environment, with an emphasis on multi-tasking and working within a team environment while filling a variety of roles, especially on game day.

Preferred:

Bachelor's degree in communications, sports management, journalism, audio-visual communications, or related field. Experience working in an athletic communications office at an NCAA college or university is preferred. Background with Adobe Creative Suite software preferred and experience with statistical software is beneficial.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Mercyhurst University
Attention: Dan Richeal
Interim Director of Athletic Communications
dricheal@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.